

**BY ORDER OF THE COMMANDER,  
15TH AIRLIFT WING**



**AIR FORCE MANUAL 23-110, VOLUME 2,  
PART 2, CHAPTER 11**

**15TH AIRLIFT WING  
Supplement 1**

**19 JULY 2004**

**Supply**

**ISSUE SYSTEMS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This supplement applies to all units assigned, attached or associate to the 15th Airlift Wing. It does not apply to the Air National Guard or United States Air Force Reserve units and members.

**SUMMARY OF REVISIONS**

Updated responsibilities to align with the Chief of Staff PAD 02-05. Renumbered and updated all paragraphs to correspond to basic manual. A bar (|) indicates revisions from a previous version.

**AFMAN 23-110, Vol II, Part Two, Chap 11, dated 1 April 2004, is supplemented as follows:**

| 11.3.1. Methods of Submitting Requests. 15 LRS Commander elects the option to accept Issue/Turn-In request on Spreadsheets in lieu of the AF Forms 2005.

11.3.2. Location for Requests. Submit requests for issues to one of the following central points:

| 11.3.2.2. All requests for Non-Equipment Authorized In-use Detail (non-EAID) items (Activity Code P) are to be submitted to the Customer Service Center.

11.3.4.7. (Added) HAZMART is an additional location for submitting requests for hazardous supply items.

11.4.1. Preserialized AF Form 2005 will be used. Serial numbers for issue documents are assigned and controlled as follows:

SECTION	ACTIVITY CODE	SERIAL NUMBER
Customer Service	X/R	0001 through 0249
Unused	X/R	0250 through 0299

SECTION	ACTIVITY CODE	SERIAL NUMBER
735 AMS/LGS (For KC135 in 01)	X	0300 through 0349
Customer Service (DRMO Issue Request)	P/X/R	0350 through 0399
Customer Service (Equip Mgmt SPRAMS)	D	0400 through 0499
CE Material Control	X/R	0500 through 0599
25 ASOS Materiel Control	X/R	0600 through 0649
Unused		0650 through 0799
Unused		0900 through 1149
Warehousing (Inspection Issues)	C/R/Z	1200 through 1215
HAZMART Pharmacy	Z	1216 through 1224
Warehousing (Inspection Issues)	C/R/Z	1225 through 1249
Warehousing (Repair Cycle - DIFM TIN)	R	1250 through 1299
Warehousing (Materiel TIN-ORG-NON-DIFM)	R	1300 through 1399
Warehousing (TCTO Request)	R	1951 through 1979
Customer Service (Equip Mgmt)	P	3000 through 3499
Reserved		3500 through 3799
Warehousing (Storage & Issue Non-Hazardous)	P (Cylinders)	3800 through 3899
Warehousing (HAZMART Pharmacy, ISU/TIN)	X/R	3900 through 3999
Customer Service (After Hours)	X/R	4000 through 4049
56 ACOMS Materiel Control	X/R	4050 through 4099
Customer Service	J	8000 through 8099

11.4.1.2. NOTE: Preserialized AF Form 2005, Issue/Turn-in Request, will be used to determine the next available serial number. The AF Form 2005 will be retained for 30 days.

11.9.2. The 15 LRS/LGRV will not deliver materiel off-base unless the Commander, 15th Logistics Readiness Squadron authorizes the delivery.

11.11.2.4. The I004 Management Notice is not required to be sent to the requesting organization.

11.13.1.3.1. Process Urgency of Need (UND) "B" issue requests for items undergoing inventory.

11.14.1. The following are the procedures for processing liquid oxygen (LOX) requirements. Fuels Management Branch will:

11.14.1.1. (Added) Receive and sign for LOX on DD Form 250, Materiel Inspection and Receiving Report, with the quantity received indicated thereon. Prepare an AF Form 1231 to support quantity loss in transportation/receiving channels.

11.14.1.2. (Added) Prepare locally developed issue consolidation form for LOX (ISU) to base assigned Air Force organizations. Prepare copies of DD Form 1348-1 for Navy issues.

11.14.1.3. (Added) Process IRC and ISU of LOX. Receipt will be processed on quantity shipped to account for loss in transportation/receiving channels.

11.14.1.4. (Added) Reconcile the item record balance daily and process inventory adjustment on quantity loss, i.e., difference between quantities issued, shipped and received. AF Form 1231/ DD Form 250 will be used to support adjustment. TEX Code “Z” will be used on IRC for losses due to shrinkage or deterioration.

11.14.1.5. (Added) File all original documents (pertaining to LOX).

11.16.1. All requests for reduced price issues will be approved by the 15th Logistics Readiness Squadron, Resource Management (15 LRS/LGRSR).

11.30. 15 LRS Commander waives the option to maintain a preapproved hazardous pharmacy Issue Exception Code listing. HAZMART Section is the Customer Call In Point (CCIP) for IEX codes 8, 9 and M requests. Customers will submit an AF Form 3952 (Chemical/Hazardous Material Request Authorization) for approval/disapproval through the HAZMART Pharmacy Section the first time a hazardous item is to be purchased.

11.31.2.1.1. The Flightline Service Center is the focal point for the Local Manufacture Program.

11.37.1. Submit requests for initial issue to the 15 LRS Management and Systems Branch Chief (15 LRS/LGRS) according to the format in Atch 1, this supplement. Provide full justification why no DIFM asset is available for turn-in. Initial issue letters must be signed by organizational commanders or their equivalent.

11A1.2.1. For priority (1-3) Issue and DOR documents, personnel selecting the property will also enter the time in Block 1 of the DD Form 1348-1A output.

11A1.3.3.2.2.2. Copies 2 and 3 will be given to the customer signing for property.

#### **Table 11A2.2. Input Format and Entry Requirements.**

Note 10. The standard for delivery is not required for offshore requests. Organizations located on the island of Oahu, outside of HAFB are considered to be off base.

#### **Table 11A4.1. Note 10.**

The standard for delivery is not required for offshore requests. Organizations located on the island of Oahu, outside of HAFB are considered to be off base.

#### **Table 11A7.1. % Transaction Exception Code:**

Refer to AFMAN 23-110, Volume 2, Part 2, Chapter 19, PACAF Supplement 1, Paragraph 19.76.5.4.1. through 19.76.5.4.1.3. for guidance on reduced price sales.

#### **Table 11A9.2. ENC Codes, Note 2a.**

Change ENC code to R for IEX 8 and IEX 9.

ENC Codes, Note 5a. (PACAF/SUP 1). (Added) See Attachment A9, A9.3.

ENC Codes, Note 5c (Added) A written request must be submitted to the Procedures & Accountability Section (15 LRS/LGRSP) to load, change, or delete locally assigned exception codes and phrases. After review/validation, the Procedures & Accountability Section will forward the written request to Customer Service Section for action. After completing the requested action, Customer Service Section will return the written request to the originator. The originating activity will maintain the approved requests. Locally assigned Issue Exception (IEX) codes:

Code	ENC	Exception Phrase	Required	Manager
Y	R	RESPRT ITM APPVL REQ'D BEFORE ORD/MED CERT	Note 1/3	15 LRS/LGRSC 4492715

**NOTES:**

1. Maintain ECC card for each IEX code assigned.
2. An ECC card is required for each stock number.
3. Bioenvironmental Engineering Services (BES) approval required prior to ordering. These respiratory items require fitting and training.

**Table A15.3.2.2.1.**

Management notices I023 for non-DIFM items will be destroyed upon receipt.

**Table A15.4.2.**

Management notice I004 will not be sent to the requesting organization.

**Attachment 1**

**SAMPLE FORM LETTER FOR INITIAL USE**

**MEMORANDUM FOR 15 LRS/LGRS**

**FROM:**

**SUBJECT:** Initial Issue

1. Request initial issue for the item(s) listed below. Like item(s) is/are not available for turn-in.
2. Justification: Explain why this item is needed and why no like item is available for turn-in. If request is directed by higher headquarters, provide copy of letter, message, etc., with your initial request.
3. The following information is provided for use in processing issue request:
  - a. National Stock Number and Nomenclature:
  - b. Part Number:
  - c. Tech Order Figure and Index/Manual Reference/Table of Allowance (TA):
  - d. Unit of Issue/Quantity:
  - e. End Item Application/SRD:
  - f. Delivery Destination:
  - g. Organization/Shop Code:
  - h. Urgency Justification Code (UJC) and Force Activity Designator:
  - i. Priority:
  - j. Job Control/Work Order Number:
  - k. Work Unit Code:
  - l. Mark For:
  - m. Requester's Name and Phone Number:

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(Signature block of organization commander or equivalent)

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